eRA Deployment Website

Procedures for Obtaining, Posting, and Updating Deployment Information on the eRA Website

1. The eRA Doc Team Lead will brief her team about the various upcoming deployments on a weekly basis. Specifically, she will share the chart/table of upcoming deployments that she receives at the Deployment meetings.

2. After this briefing session, Planning, Communication & Outreach (PCOB) staff will retrieve the information for each upcoming deployment initially entered into ClearQuest (CQ). ClearQuest is the system used to track all requests and identified defects.

3. Several writers will translate the technical bullets provided by the Task Order Managers (TOMs) into user-friendly prose appropriate for the NIH user community.

4. Writers will send the translated release bullets to the TOM for review and approval. This will verify that the information has been captured correctly and is complete per release.

5. The web content coordinator will then post the product to be deployed, the deployment date, and the finalized lists of bullets on the eRA development website, designating new postings with a clearly distinguished "new" tag. She will distribute the development URL to the eRA Doc Team Lead and Web team lead for final approval. Upon approval, the web content coordinator will publish to the production site.

6. If there are changes to a deployment once the Release Bullet is posted for that particular release, an email should be sent to the Doc Team Lead with a copy to the web content coordinator. The Doc Team Lead will forward the change to the appropriate Tech Writer to translate into user friendly prose. (Steps 4 and 5 will then take place.)

7. The URL of the deployment table will be distributed. eRA users will be able to see what is happening with eRA on a weekly basis.